



## *SAFETY HANDBOOK*

*Friendswood Independent School District*

*(also available online at [www.myfisd.com](http://www.myfisd.com))*

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### ***Disclaimer:***

The information contained in this safety manual is for Friendswood ISD employees and is for in-house use only. The information provided in the manual is from various outside sources and designed to keep safety in mind for all FISD employees. The goal is to eliminate and reduce accidents and injuries to both personnel and students while performing various tasks within the workplace.

## **Accident Reporting Guidelines: Workers' Compensation**

Injuries on school premises are covered under Worker's Compensation. Injuries must be reported to the school nurse or campus contact as soon as they occur and a First Report of Injury (FROI) must be completed. Even if an employee is self treating or being treated by the campus nurse a FROI must still be filled out and submitted to the District Administrative office.

If you are in need of medical treatment at a clinic, all Workers' Comp injuries must be treated at a facility in the Alliance. If it is a true emergency, you need to go to the Emergency Room at the hospital, not an Emergency clinic.

### **Nearby Alliance Clinics:**

- **Twin Oaks Urgent Care:** 1111 S. Friendswood Dr. Suite 105, Friendswood, TX 77546 832-569-4390
- **WellNow Health/St. Elizabeth Urgent Care:** 676 F.M. 517 W, Dickinson, TX 77539 409-572-2535
- **Affinity Immediate Care:** 3128 Hwy 35 South, Alvin, TX 7511 281-886-8964
- **Calder Urgent Care:** 1108 Gulf Freeway, Suite 230, League City, TX 77573 281-557-4404
- **Concerta-Houston Hobby:** 8505 Gulf Freeway, Suite F, Houston, TX 77017 713-944-4442

If you are being sent to an Alliance clinic, you will need to take the following forms with you. You will get these forms from your campus nurse or campus contact, make sure the forms are filled out before you go.

- Verification of Employment Form
- Helios Prescription Card

After being seen at the clinic a work status report will be filled out by the physician and sent to TASB and the district benefits coordinator. If the report shows that you are not able to work your full duties, you will not be able to return to work until the date stated on the form. If extended absence is required, Workers' Comp insurance will begin paying a percentage of the employee's current wages on the eighth day of absence from duty. You will need to fill out an Election of Leave form stating how to take care of the first 7 days.

Once you have been seen at an Alliance clinic a Workers' Comp claim will begin and you may be contacted by a TASB claim adjuster that is assigned to you.

If you have any questions concerning Workers' Compensation you can contact:

Tara Langston

FISD Benefits Coordinator

[tlangston@fisdk12.net](mailto:tlangston@fisdk12.net)

281-482-1267

## Slips, Trips, & Falls:

Slips, trips, and falls are one of the most common injuries on the job, accounting for more than 15% of workers' compensation injuries. The most important thing you can do to prevent a slip, trip, or fall is to be aware of your surroundings

1. Wear shoes that are slip-resistant especially while working in high risk areas and during hazardous weather or other conditions. If your shoe is slipping, change the shoe or remedy the slick situation.
2. If you see a slip or tripping hazard, report it or take care of it immediately. Do not depend on other people to clean up a mess. Walking around the problem will not eliminate it.
3. If possible, avoid walking on freshly mopped and/or wet surfaces. Watch your step near water fountain or drink areas. If mopped and warning signs are not posted, ask a coworker to notify your principal for assistance while you monitor the stop.
4. Be alert in crowded hallways to avoid injury to yourself and others.
5. Use caution when climbing stairs and handrails when available. Never carry quantities of items up or down stairs that prohibit vision and using handrails.
6. Equipment and materials should be placed in a secure position to prevent tripping hazards and positioned out of the way of high traffic areas.
7. Only use approved ladders or step stools for reaching to heights. Do not use chairs, boxes, desks, or filing cabinets as substitutes. This is a severe safety violation and could result in termination.
8. Do not tip any chair backwards on two legs while seated.
9. Floors, aisles, halls, and stairways should be properly lighted, clear of loose objects, extension cords, wastebaskets, pencils, bottles, and other materials which may cause an unsafe situation.
10. Electrical or telephone outlets along with cords on the floor should be protected by arranging the furniture or using cord covers to minimize tripping hazards.
11. If you have a chair pad or rug under your chair, be extra careful. Tripping or being thrown from chairs has risen in claims. Serious Injuries have occurred. Removal of rugs and pads may result.

### PREVENTION:

- Make sure floors are free from tripping hazards:
- Tape down all cords securely.
- Make sure there are no objects in high traffic areas.
- Use only safe walk-off mats that are securely placed.
- Tape down all rugs securely to the floor.
- Do not use rugs or mats that are torn, or insecurely placed on the floor.
- Clean up wet spills or leaks immediately, don't wait for someone else to do it.
- If surfaces are wet, block off areas from traffic, using **"Caution – Wet Floor"** signs until completely dry.
- Wear slip resistant shoes.
- Use handrails when climbing or going down stairs
- Use a sturdy ladder
- During inclement weather such as rain or ice, take extra precaution when walking. Wet surfaces present a huge risk for a slip & fall.
- Always be aware of uneven surfaces such as: rugs, mats, curbs, cracks, stairs, rocks, etc.
- Make sure your campus has safety signs in stairways and any areas that are more likely to cause a fall.

## Lifting Procedures:

Our backs are critical to every activity we undertake. Safe lifting helps to ensure your back stays in shape to do all the activities you want to participate in. But, it is especially critical when lifting is a part of your job or everyday routine. If you've ever strained your back while making a simple lift, you are well aware of the importance of proper lifting. Safe lifting means lifting consciously; assessing the lift and using proper posture when completing the lift, carry and deposit. Learning to lift safely can save your back from strain and injury. The following steps to safe lifting will greatly reduce your chances of receiving a lifting injury, but only if you follow them.

### BEFORE LIFTING, ALWAYS CONSIDER:

- "Can I lift it alone?"
- "Do I need mechanical help?"
- "Is it awkward for only one person to handle, or should I ask a co-worker for help?"
- "Is my path clear"?
- "Is my final destination clear for depositing the load"?

### SAFETY GUIDELINES

#### 1) Tuck Your Pelvis

Strong stomach muscles are important to lifting correctly. Tighten your stomach muscles, and tuck your pelvis. This will help to keep you back posture stable while completing the lift.

#### 2) Bend Your Knees

Bend at your knees, never at your waist. This allows you to get closer to the load and lets the larger muscles in your legs do the lifting.

#### 3) "Hug" The Load

Hold the object you are lifting as close to your body as possible as you gradually straighten your legs to a standing position. The further you hold an object out from your body the greater the strain on your back.

#### 4) Avoid Twisting

Twisting while lifting can lead to serious injury. Align your feet, knees, and body

The simple act of lifting and moving objects from one place to another causes thousands of injuries every year. Injured backs, crushed hands and feet, and even fatalities can occur when large, heavy objects are moved improperly. Remember these basic rules of materials handling safety.

#### **Hand trucks or dollies:**

- ✓ Balance the load, place heavy objects on the bottom
- ✓ Don't pile items too high
- ✓ Push, don't pull

#### **Powered Mechanical Equipment:**

- ✓ Only trained, authorized employees may use forklifts and powered hand trucks
- ✓ If using hoists or cranes, make sure other workers are out of the way

#### **General:**

- ✓ Plan ahead—and take it slow and easy
- ✓ Use the right personal protective equipment for the job
- ✓ Follow all FISH safety rules
- ✓ Don't get careless

## Ladder Safety:

- Do not use chairs, desks, boxes, tables, trash cans, or other improper climbing devices to reach higher places. Use a proper ladder or step stool. Janitorial Staff handles ladder work under 10'. Maintenance over 10'.
- Be sure ladders are in safe condition before using.
- Metal ladders should not be used near energized electrical equipment. Check weight limits before using ladders.
- Only one person should be on the ladder at the same time.
- Do not climb ladders unless wearing proper slip-resistant footwear.
- Never work higher than the third rung from the top of a straight ladder nor the second step from the top of a step ladder.
- Do not lean out from the ladder in order to reach difficult areas. Instead, climb down and move the entire ladder. You can be sure a ladder will fall sideways.
- Ladders should never be placed in front of doors unless the door is guarded, locked, or blocked before you begin to set up the ladder.
- Do not place ladders against or upon unstable surfaces.
- When using ladders for access to an elevated position, the ladder side rails shall extend 3 feet above the landing.
- Straight ladders should be set up so that the base of the ladder is one foot away from the wall for every 4 feet of ladder height. For example, a 16 foot ladder should be placed so that the bottom is 4 feet from
- the wall.
- Do not use a step ladder unless it is opened fully and the divider is locked into position.

## Bloodborne Pathogens:

### Bloodborne Pathogens Safety Procedures

As safety within the workplace is our school district's number one priority, it may from time to time be necessary for school district employees to assist in administering first aid to either another school district employee or a student. Should this situation arise, there are specific steps to take to reduce the risk of acquiring various diseases. It is important for everyone in an educational setting to understand the dangers of infection and the safety procedures to minimize risk.

### Bloodborne Disease Facts

- ✓ Bloodborne Pathogens – bacteria, viruses or parasites transmitted from person to person through infected blood or other body fluids. Body fluids (Other Potentially Infected Material) includes semen, vaginal secretions, and amniotic fluid, other body fluids with visible blood.
- ✓ The 3 deadliest bloodborne diseases are:
  - HBV – Hepatitis B Virus – Vaccine is Available - No cure for the disease
  - HCV – Hepatitis C Virus – No Vaccine - No cure for the disease
  - HIV – Human Immunodeficiency Virus – No Vaccine - No cure for the disease

### Transmission at Work – most likely methods of transmission at work

- ✓ A contaminated sharp (needle) punctures the skin
- ✓ Contaminated blood splashes onto broken skin or mucous membranes of the eyes, nose or mouth
- ✓ **Contaminated Surfaces** are a major spread of hepatitis. HBV can survive on environmental surface, dried and at room temperature for at least one week.

*The keys to preventing infection are understanding the dangers  
you face and knowing how to protect yourself*

### Safety Precautions:

- **Universal Precautions** You need to consider that **every person, all blood, and most body fluids** are potential carriers of infectious disease.
  - Do not eat or drink when you are likely to be exposed to blood or body fluids.
  - Do not handle contact lenses or apply cosmetics/lip balm when exposure is possible.
- **Use Personal Protective Equipment (PPE)**. PPE includes gloves, gowns, masks, mouthpieces for resuscitation.
  - Use the PPE appropriate for your job, the task required and degree of exposure you anticipate.
  - Gloves are the most common PPE used in a school setting. Be sure they fit properly and are free from physical flaws (tears or holes).
  - Gloves should be removed **when they become contaminated or damaged or immediately after finishing the task**. Follow a safe procedure for glove removal, being careful that no pathogens from the soiled gloves contact your hands. **Glove Removal** –
    1. With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand;
    2. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second;
    3. Dispose of the entire bundle promptly;
    4. Never touch the outside of the glove with bare skin;
    5. Every time you remove your gloves, **wash your hands with soap and running water** as soon as possible.

## **HAZARD COMMUNICATION (Haz-Com)**

The basic goal of a Hazard Communication Program is to be sure employers and employees know about work hazards and how to protect themselves; this should help to reduce the incidence of chemical source illness and injuries.

### **General**

Chemicals pose a wide range of health and physical hazards. OSHA's Hazard Communication Standard is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and to provide information about them through labels on shipped containers and other methods to describe in more detail.

The Haz-Com Standard provides workers the right-to-know the hazards and identities of the chemicals they are exposed to in the workplace. When workers have this information, they can effectively participate in their employers' protective programs and take steps to protect themselves. These actions will result in a reduction of chemical source illnesses and injuries in the workplace.

### **Hazard Determination**

The standard requires a list of hazardous chemicals in the workplace as part of the written Hazard Communication Program. The list will serve as an inventory of everything for which an Haz-Com sheet must be maintained. This list should be located in the Haz-Com binder at your campus, usually housed in the custodial room as well as the Support Center Operations Office.

### **Labels**







Containers of hazardous chemicals in the workplace must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings. Labels give a brief summary of hazards. You must read these labels carefully before starting any job involving a chemical. Never use a chemical if its label is missing or too damaged to read



## Haz-Com Pictograms

As of June 1, 2015, the Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<p style="text-align: center;"><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p>  <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophoric</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactive</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactive</li> <li>▪ Organic Peroxides</li> </ul>

## **Pest Control:**

The District prohibits the possession, storing, or application of any kind of pesticide on school premises, or as any part of the District's activities, by unauthorized personnel. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notice of planned pest control treatment will be posted in a district building 48 hours before treatment begins. Notices are generally located on a centralized bulletin board for postings of notices in each building. In addition, individual employees may request in writing be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Electrical Safety:**

1. Electrical "lock-out" and tagging procedures shall be used when circuits or electrical equipment are being repaired
2. Consider all wires as dangerous and do not permit any object being handled to come in contact with electrical lines. The insulation of the wire is no guarantee that it will not cause instant death. Employees other than electricians must never attempt to determine if a wire is energized. Consider all wires live and dangerous.
3. Remember to work in dry areas when dealing with electricity. This includes changing light bulbs, plugging in machines, and other duties. Keep all liquids away from electrical equipment. Do not use defective electrical equipment, especially if wires are exposed.
4. Do not use defective electrical equipment especially if wires are exposed. Remember when working with repairs or remodels, the hazard may be under the items you are currently removing. Be cautious and lock out any electrical circuits.
5. Electric extension and equipment power cords should be checked for bad insulation or broken grounds. The cord shall not be used if it is defective. The cord should be maintained in such a manner as to not causing a tripping hazard during repairs.
6. Do not disconnect electric equipment by pulling on the cord as this may damage the cord. Remember to pull the plug instead.
7. Do not repair any electrical problems unless you are hired for that repair and are qualified/licensed as an electrician. All employee electricians must have permission prior to performing any repair.
8. Metal ladders shall not be used when working with electrical circuits.
9. All electrical equipment shall be properly grounded/double insulated. Do not remove the ground prong from the electrical power plugs.
10. Use an "IC" rated extinguisher for electrical fires. Never use water.

## **Office & Classroom Safety Procedures:**

1. Office machines should be secured to the surface upon which they are set so there is no danger of falling.
2. Be certain that scissors, paper clips, staples, staple removers and pins are used for the purpose for which they were designed.
3. The tops of filing cabinets or bookcases should not be used to store materials or supplies.

4. Open one file drawer at a time and close drawer and doors when not in use. Drawers and doors should not open into a hallway, walkway or any area where people may walk. Always store heavier items in the lower section of the file cabinet.
5. Exercise caution when lowering or raising wall screens and rolled wall charts to avoid injuries in case the equipment should fall.
6. Be careful of swivel chairs. Do not slump back in them without first testing your weight gradually.
7. Walk, do not run, in corridors or on stairs. Use handrails.
8. Do not stand and talk in front of closed doors that may open suddenly.
9. Do not push or crowd entrances or stairways.
10. Read your mail and other material at your desk, not while walking around.
11. Watch for telephone cords, office machine wires, waste baskets, and other items underfoot to prevent an accident. Do not run cords across walkways.
12. Use handles when closing files, desk drawers, and safe and vault doors.
13. Check office furniture occasionally for sharp edges or splinters, loose casters or bolts.
14. Keep sharp objects in proper places. Handle carefully.
15. Do not adjust or clean power-driven office machines when they are in motion.
16. Do not attempt to make electrical repairs. Call qualified maintenance personnel.
17. Watch your chair on floor rugs and mats.
18. **DO NOT USE ANY ITEM TO STAND UPON OTHER THAN A LADDER. AVOID PERSONAL INJURY. THIS IS THE NUMBER ONE CAUSE OF INJURY TO TEACHING STAFF!!**

### **Additional Safety Precautions for Science Teachers:**

Experiments and demonstrations may occasionally be required to take place during the school year. We require that you follow our school district's safety guidelines in this manual as well as any federal, state, TSS, TEA, and local requirements pertaining to safety in the science department.

General guidelines to be followed:

1. Always set an example for students by maintaining a safe environment and following all safety guidelines. Let your students be aware of all safety rules and importance of following these rules very carefully in order to reduce the risk of having any accident or injury take place in the lab.
2. Explain to all students that any unsafe act or condition needs to be reported immediately to the teacher.
3. Let students understand that any horseplay or practical jokes are not acceptable in the science lab as this action could create a risk of an accident or injury.
4. Check all equipment used in the lab regularly for any defects. Tag this item as to the defectiveness so no other person will attempt to use it. If any equipment or machine becomes broken or faulty, let your department chairperson be aware of this in writing. Do not attempt to fix any type of equipment or machine unless you are qualified.
5. **Check all First-Aid kits or First Aid equipment, to include but not limited to Emergency Eye-wash and or showers. See required routine maintenance procedures to ensure your stations are safe and available if ever the needs arise.**
6. All gas, electrical, and water outlets are to be turned "off" and/or unplugged when not in use.
7. Have all gas, electrical, and water lines properly marked and the location of master cut-off switches marked in case of an emergency.
8. Appropriate use of personal protective clothing and equipment by both teacher and students will be

worn in the lab. Jewelry, neckties, and loose clothing could create a risk of an accident or injury.

9. Students should be told “prior” to being in the lab so that they can come to class dressed appropriately.
10. Long hair will be tied back to reduce the risk of accidents and injuries.
11. All students are to be trained on chemical safety as well as emergency response procedures within the lab. Fire extinguishers, safety blankets, spill kits, Emergency eye wash / showers and other safety use of other applicable safety items are to be taught to all students “prior” to going into the lab. Regular training on these subjects will create a safe environment for everyone in the lab.
12. All chemicals should be stored according to their hazards, properly labeled, and an inventory kept as to any usage, the amounts used, the teacher’s name that performed the lab, and the date the chemicals were used. You may consider keeping a three ring binder for such documentation.
13. Labels on “all” containers must have all appropriate information according to the Texas Haz-Com Act and Right-To-Know laws.
14. “Prior” to an investigation or demonstration where any type of chemical will be used, a safety data sheet must be available in the lab setting in case of an emergency, and all information pertaining to that chemical must be given to all students.
15. A workplace chemical list that includes chemicals normally used or stored in the workplace in excess of 55 gallons or 500 pounds (there are exceptions that may need to be reported in smaller quantities) will be readily available to employees and their representatives.
16. A safety data sheet booklet will be kept in each science lab. These information sheets are to be made available immediately in case of an emergency as well as to be made available to anyone that may request them.
17. When ordering any chemical for science lab experiments, review the information on that specific chemical. Always strive to use the least hazardous chemicals possible. **Order only small amounts of chemicals at a time for immediate usage.**
18. Chemical containers will “not” be used to store any materials of any nature other than the original contents.
19. All chemicals which will need to be disposed of will be done according to the information on the material safety data sheet, federal, state, TEA, and local requirements will be followed.
20. Flammable liquids should not be stored near an open flame nor are to be poured down the sink. Flammable cabinets are to be used to store “all” flammable substances.
21. Always pour acids into water to dilute them. Never pour water into acid.
22. Contact lenses are not to be worn unless protective glasses are also worn.
23. Chemical splash proof goggles are to be worn “over” prescription glasses.
24. All required personal protective equipment listed on the SDS will be available and worn for both the teacher and the student. Whenever a demonstration is being performed, or a lab is taking place, all required personal protective equipment will be worn.
25. Any chemical or acid spill can be cleaned up only after the chemical has been neutralized. If it is a dangerous material, clearly mark the area and leave the spill until the material can be identified. **Immediately** contact the Department Supervisor, Principal, or Executive Director of Maintenance.
26. Should a glass object fall, do not attempt to catch it with your hands. Do not pick up the glass with your hands. Use an approved shovel, dust pan, and broom to pick it up. Dispose of broken glass in a clearly marked “FOR BROKEN GLASS ONLY” containers. Liners must be of a thick and heavy nature to reduce the risk of glass puncturing the liner. “Do not” put broken glass in the classroom trash can.
27. When classroom demonstrations or experiments have been finished, put all chemicals back in their appropriate areas. These chemicals cannot be left out and accessible to others.

## **EMERGENCY EYE-WASH / SHOWERS**

First Aid devices known as Emergency Eye-wash or Emergency Shower are located in various places throughout the district. The most common places are in science labs, trade classrooms, and maintenance shops. Regardless of location, the classroom teacher or shop supervisor shall ensure these devices are serviceable and free of defect. At a minimum the maintenance department should consider maintaining these first aid devices in accordance with American National Standards Institute (ANSI) 2004 standards.

Teachers and or supervisors must ensure the integrity of the safety equipment. Inspect the following at least monthly. Correct immediately if possible or report deficiencies to WFISD maintenance department for schedule maintenance.

- ✓ Nothing stored within 30 inches of unit
- ✓ No obstructions, protrusion, or sharp objects within 16 inches from the center of the spray pattern
- ✓ Unit is identified with a highly visible sign
- ✓ All parts are visually intact. Unit is not damaged, dented, crushed, cracked, or leaking
- ✓ Unit is mounted firmly to floor and or wall.
- ✓ Eyewash equipment shall deliver to both eyes with an even flow of water at a rate which would not cause additional harm to the eyes.

The science department and or maintenance department shall assign an individual to inspect each unit on a regular rotation:

### **Emergency Eye Wash:**

1. Flush eyewash to ensure water is clear and clean, at least one gallon, if water is colored or obvious sediment is in the water continue flushing until water is clear and clean.
2. When activated the valve remains open without the use of the operator's hands and stays open until intentionally closed.
3. Eyewash nozzles caps or eyelets installed.
4. Eyewash nozzle caps or eyelets open or pop off freely when unit is activated.
5. Have weekly inspections documented on the inspection tags

### **Emergency Showers:**

1. Triangle activation handle must be free of obstruction
2. Triangle handle shall be located no more than 69 inches from floor
3. Triangle handle shall be easily activated with minimum pull in one second
4. When activated the valve remains open without the use of the operators' hands and stays open until intentionally closed.
5. Flush shower to ensure water is clear and clean, at least one gallon, if water is colored or obvious sediment is in the water continue flushing until water is clear and clean.

Note: We understand flushing the emergency shower regularly may not be possible or practical. Therefore, at a minimum flush at least at the start of each semester.

**Any discrepancies should be routed to the maintenance department ASAP.  
A child's eyes may count on it.**